



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Early Childhood Nurse**
 Job Family: **Licensed**
 Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**
 Pay Range: **T Salary Schedule**
 Job Code: **23300**

SUMMARY: Responsible for providing direct care and health services to children and families enrolled in Early Childhood Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Establish safe care for any child with special health care needs in a classroom or home setting.
2.	Provide health and safety education for all families and their children enrolled in the Poudre School District Early Childhood Program.
3.	Develop and implement the health component of the Individual Education Plan (IEP) for students who have health concerns affecting their education.
4.	Implement health and development screening programs for each child and facilitate follow-up care if needed.
5.	Provide consultation and support to staff working with children with special needs.
6.	Ensure that all children have health and dental evaluations that are up-to-date as defined by EPSDT guidelines.
7.	Support student school attendance through health counseling and/or education.
8.	Maintain records regarding immunizations, chronological history of physical and mental health conditions, and health status of students with the assurance of privacy and confidentiality.
9.	Provide diet and nutritional education for children, families, and staff.
10.	Confirm that health and safety practices are followed in all early childhood environments and monitor classrooms for safety and health, providing education for staff as needed.
11.	Ensure Health Department services and other community services are accessible and appropriately linked to the Early Childhood program and the families they serve.
12.	Demonstrate a commitment to: <ol style="list-style-type: none"> Understand, appreciate, and make accommodations for student diversity. Include and engage families in the student's education. Support all Poudre School District policies, procedures, and expectations. Provide personal and professional excellence.
13.	Participate in: <ol style="list-style-type: none"> Department, team, building, and district meetings and discussions. Student and/or family conferences and other meetings. Social, cultural, interscholastic, and extracurricular activities. Professional growth opportunities.
14.	Attend work and arrive in a timely manner.
15.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in nursing.
- Experience in maternal/child health required.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.



- Valid Colorado Special Services license with appropriate endorsement in nursing, or necessary credential to obtain, required.
- Current Colorado nursing license required.
- CPR and First Aid certifications required.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	